Posted: 3/13/2020

To: School Food Authorities (SFAs)

Subject: SFS-20-75 2020 State Agency Waiver Submissions Relating to the COVID-19

The intent of this memo is to inform SFAs that on **Tuesday, March 10, 2020**, the Louisiana Department of Education (LDOE), Division of Nutrition Support (DNS) submitted two (2) COVID-19 Waiver Requests to USDA for consideration/approval. To date, approval has not been received; however, updates will be forthcoming as they are received.

WHAT THIS MEANS FOR SFAs GOING FORWARD:

- The LDOE has dedicated a page on the Department's Website (www.louisianabelieves.com) to post pertinent State Agency (SA) updates and notifications pertaining to the COVID-19 outbreak.

IN THE EVENT OF SCHOOL CLOSURES:

- Please be sure to provide the LDOE DNS a listing of any school site(s) closed as a result of the COVID-19 that wish to continue providing food service to children .
- This information may be submitted to LDOE DNS via the childnutritionprograms@la.gov email address.

These waivers, as submitted, may be viewed at the following links:

- Waiver for Non-Congregate Feeding: https://cnp.doe.louisiana.gov/breakingnews/COVID-19%20Congregate%20Feeding%20Waiver.pdf
- Waiver for Flexibility to Non-Area Eligible School locations: https://cnp.doe.louisiana.gov/breakingnews/COVID-19%20Non-Area%20Eligibiliy%20Waiver.pdf

Please note that as of today, March 12, 2020, USDA approval has not yet been granted.

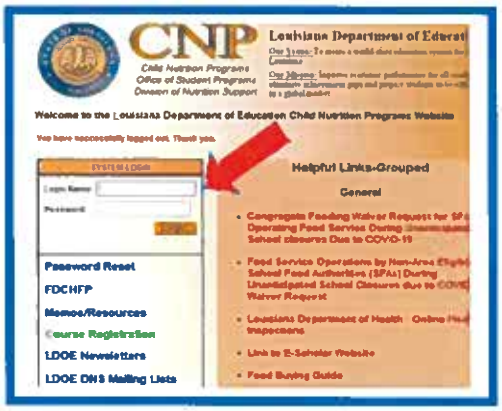
Please note that the LDOE DNS does intend to apply for two (2) additional waivers in the areas of alternate meal service options and meal service timing flexibilities. Communications regarding the status of these waivers will be forthcoming.

INSTRUCTIONS FOR COMPLETING THE SEAMLESS WAIVER FORM ON THE CHILD NUTRITION PROGRAM WEBSITE

1. Open your browser, preferably Microsoft Internet Explorer.

2. Type http://cnp.doe.louisiana.gov into the Address bar. (**NOTE:** Be careful not to type the address in a Search box.)

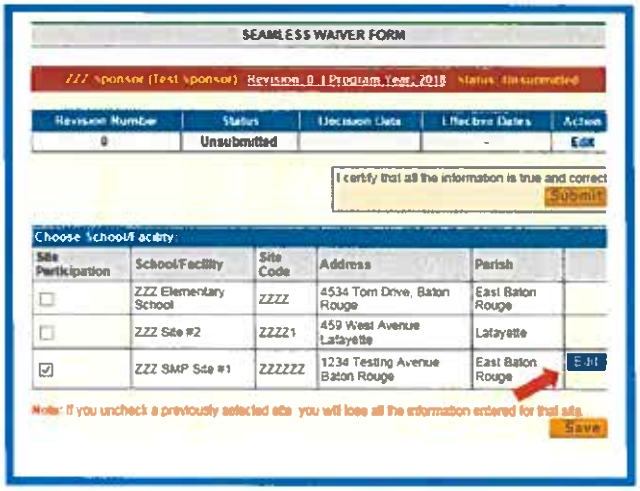
3. Enter your Login Name and Password; then click the orange ***Login*** button. (**NOTE: You will use the same login and password that is used to complete your forms and claims.**)



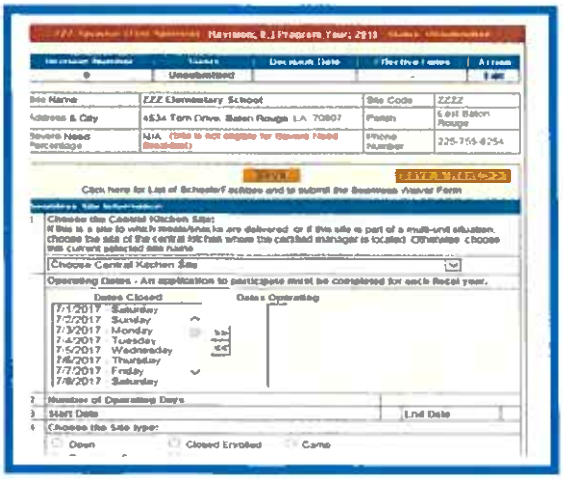
4. Click the green School Food Service in top right hand corner of your screen.

5. Click Seamless Waiver. When you first access this tab, a listing of all currently approved sites display, as seen in this screenshot.

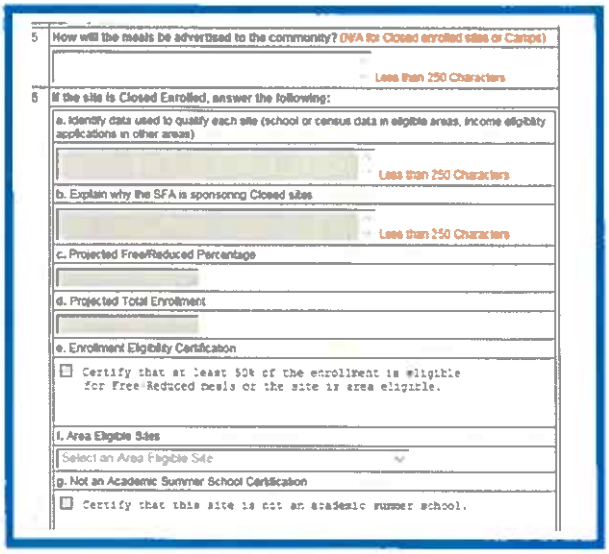
6. Place a check mark next to the site(s) that will participate under the Seamless Waiver ("Site Participation Column")
7. Click Save. This allows for the edit button to appear enabling the sponsor to complete the corresponding site(s) application.



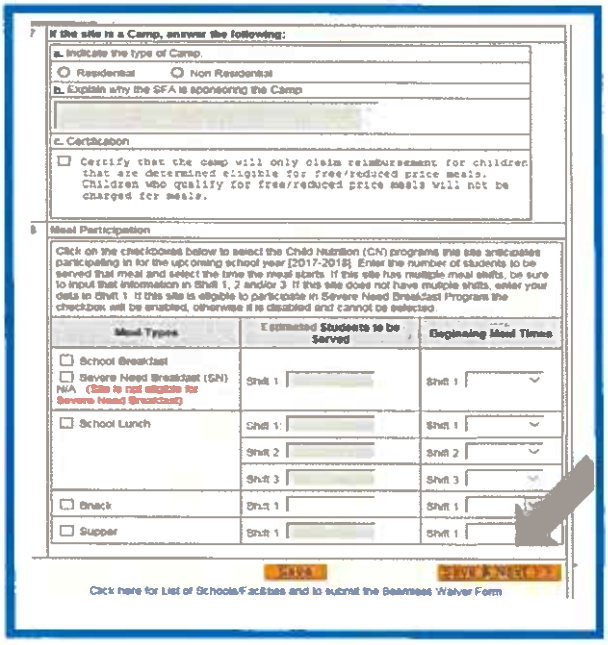
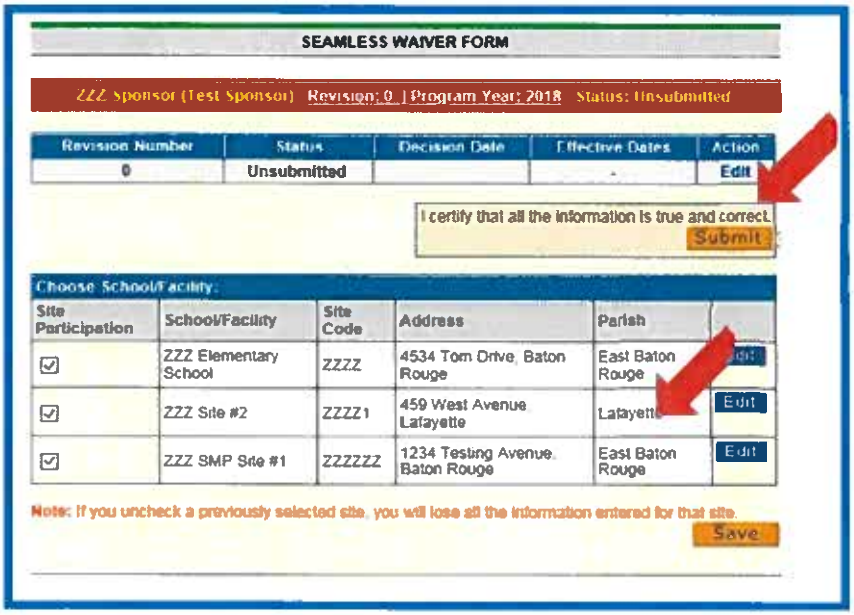
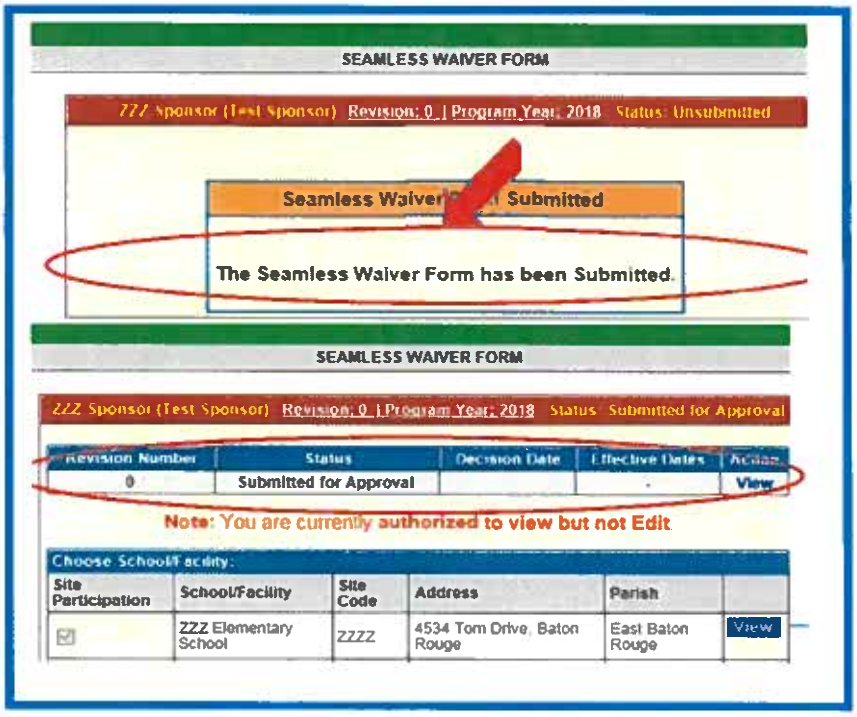
8. Question 1 – Select from the dropdown box the site location where meals are prepared. Select all applicable days you will be operating and click the arrow pointing to the right to move them into the "Dates Operating" column.
9. Question 2 – The response to this question will be pre-populated. No information can be typed in the field.
10. Question 3 – The response to this question will be pre-populated. No information can be typed in the field.
11. Question 4 – A school will need to be selected if the site is an open site and its F/R Eligibility is not 50% or higher.Otherwise, if the school qualifies using its own data, no school will be selected from the list.



12. Question 5 – Indicate how meals will be advertised to the community. (school website, etc.)
13. Question 6 – Due to the current situation, this question will not be completed as all sites will operate in an "open" capacity..



14. Question 7 – Leave blank.
15. Question 8 – Indicate which meals will be served under SSO (ex. Breakfast and lunch) and provide estimation on number to be served per meal, as well as shift start time(s). Under sponsor comments, indicate the method of delivery of meals such as grab and go, pick up at a central location, and if greater than one meal type (Breakfast and lunch) is being offered at one time, etc.
16. Click Save & Next.



17. Once all applicable site-level applications have been completed, click the orange Submit button.
18. The following screen will display if no errors have been made on the forms.
    If sponsor then views the seamless wavier application, the status will reflect, "submitted for approval."
19. Please note that upon approval by the State Agency, the status of the application will change to reflect this. An email notification will also be sent to those named on the organizations agreement.